

## **CIP REVIEW AND APPROVAL PROCESS**

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The Capital Improvement Plan (CIP) is updated every two years in a quite lengthy and intensive process. The CIP updating process consists of two phases. The first phase consists of formulating the new draft CIP and the second phase consists of approving the draft CIP through committee reviews.

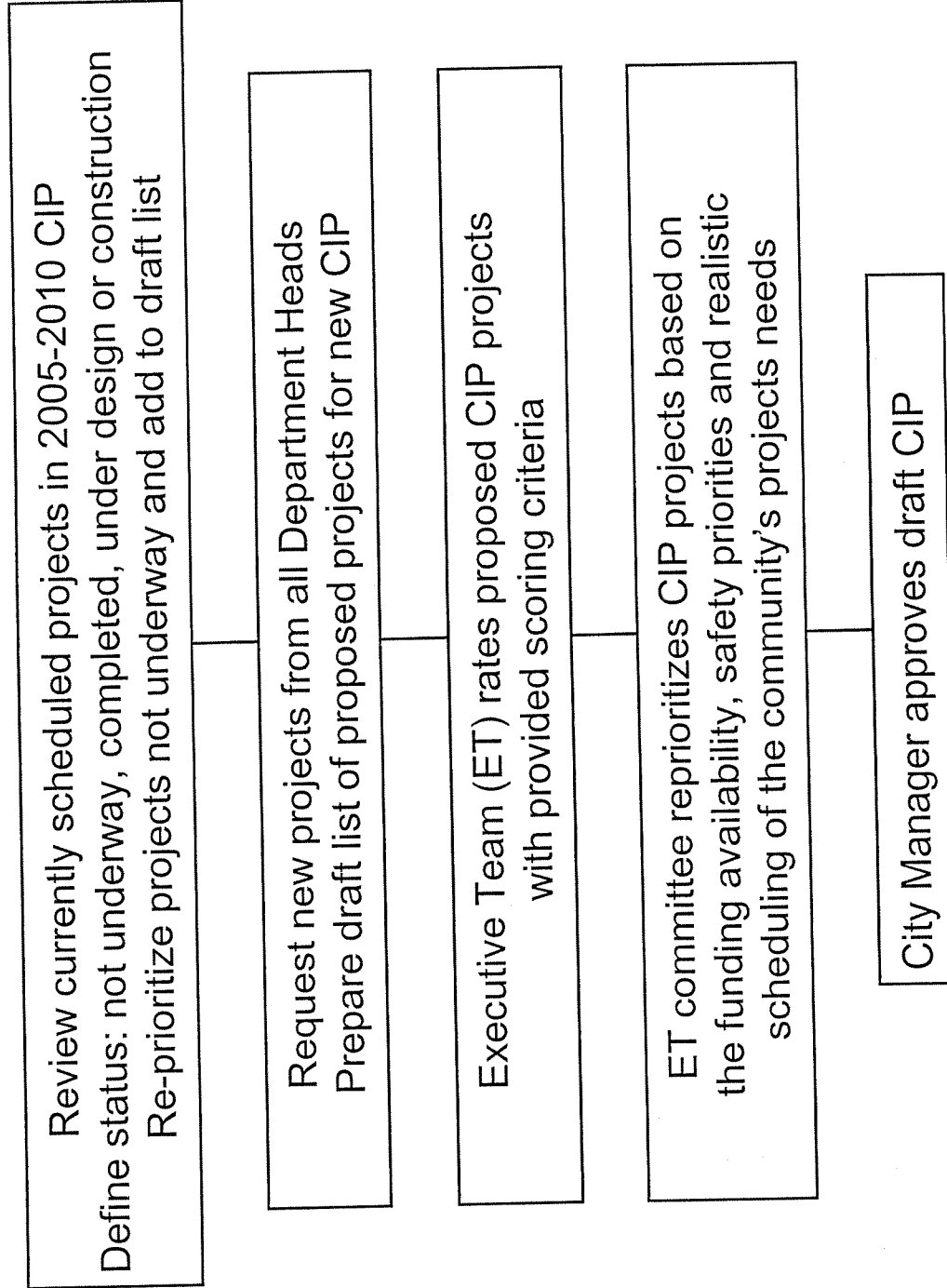
The first phase begins with Engineering Division and Finance Department staff reviewing the City's current fund levels and potential future revenues. Engineering staff then categorizes the currently funded CIP projects as either not underway, under design, under construction or completed. Projects not underway are rolled over to the draft CIP project list for reprioritization. Staff then requests additional potential projects from City Council and Department Heads. Staff then compiles a new draft project list that also includes input from all department staff and the public requests for projects.

The Executive Team (ET) comprised of the City's Department Heads and the senior staff then rates the proposed draft CIP projects based on established scoring criteria. The proposed CIP projects are then ranked from highest to lowest cumulative score. The top proposed CIP projects are then reprioritized by the ET based on funding availability and restrictions, safety priorities and realistic scheduling of community and redevelopment needs. The remaining projects are then listed (unranked) as unscheduled projects. Engineering staff then prepares the draft CIP with priorities and funding sources. The ET reviews, modifies and approves a draft FY 2007/2012 CIP prior to City Manager's final approval. The City Council Budget Committee then reviews, modifies and approves the draft FY 2007/2012 CIP through a series of public workshops prior and during the second phase of updating the CIP.

The second phase of updating the CIP begins with creation of an Environmental Initial Study (EIS) of the draft FY 2007/2012 CIP. Public comment on the EIS is invited. Modifications to the draft FY 2007/2012 CIP based on public comment are incorporated as necessary. The process continues as the Finance Department reviews the draft FY 2007/2012 CIP to ensure the project funding is correct. The Traffic Safety Commission then rates the draft FY 2007/2012 CIP projects in regards to new traffic and pedestrian projects. Next the Planning Commission reviews the EIS and draft FY 2007/2012 CIP to be consistent with the General Plan. Finally, the City Council reviews and finalizes the draft FY 2007/2012 CIP. The City Council then approves the EIS and the FY 2007/2012 CIP.

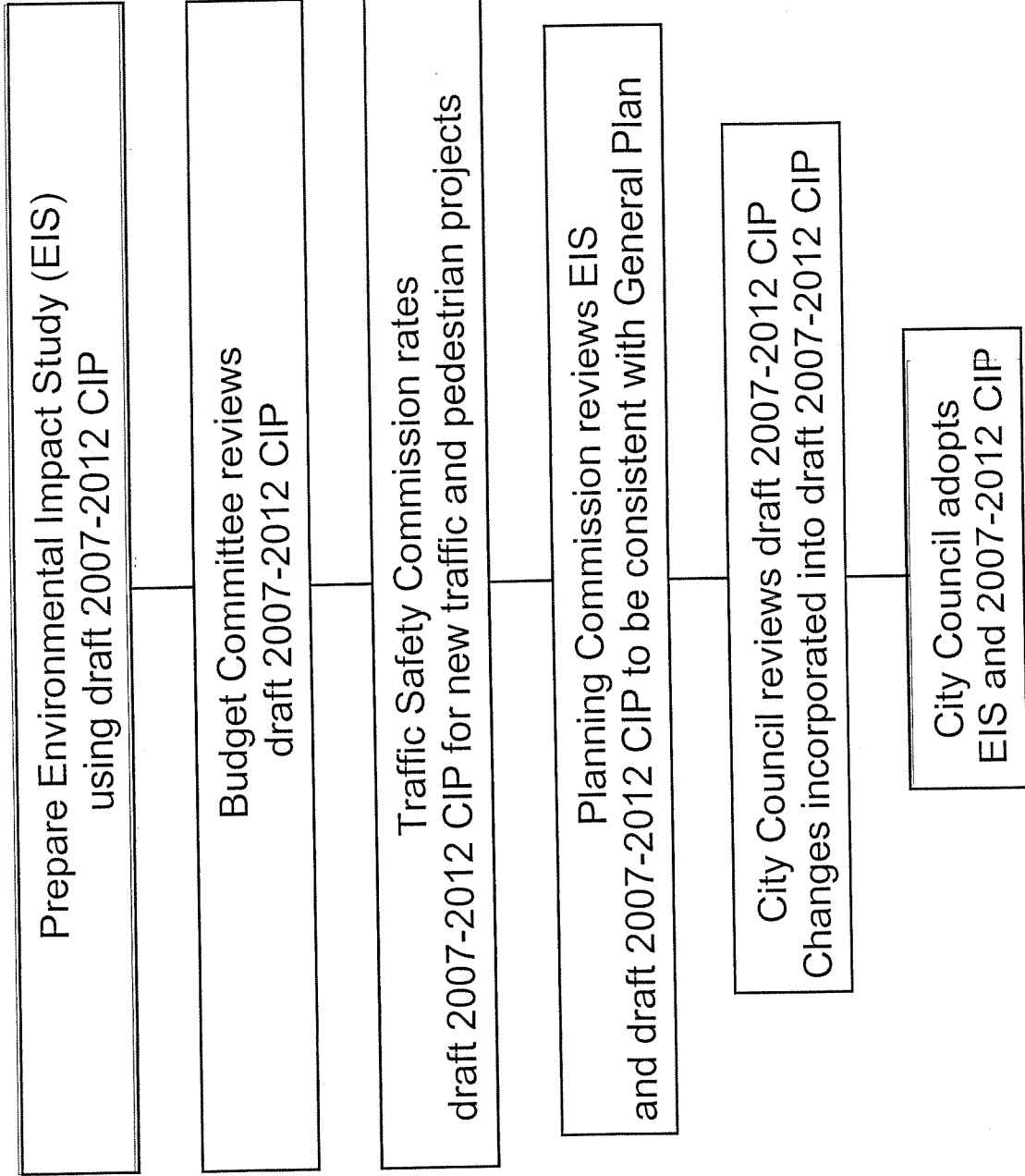
## 2007-2012 Capital Improvement Plan – Schedule

### Phase One: Prepare Draft CIP



## 2007-2012 Capital Improvement Plan – Schedule

### Phase Two: Adopt CIP



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